



STATE OF WASHINGTON
Community Services Division
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
<Insert CSO Information>

<Insert date>

<Insert Client Address>

Dear Ms/Mr

You may be able to get a once-in-a lifetime Work Expense bonus of \$1,000!

To get it you must meet all of the following requirements:

1. Be working and
2. Have or will have a TANF/SFA grant of \$100 or less per month and
3. Be willing to close your TANF/SFA cash grant early and
4. Make a plan to stay off TANF/SFA.

You can only get this bonus once. The \$1000 is paid to you in two payments. The first payment of \$500 is paid in the month after your case is closed. The second payment of \$500 is paid if you are still working and stay off TANF for three months.

This bonus will not count against your food benefits, medical, or child care.

You can save the rest of your 60 months of TANF for times when you need it more.

If you are interested, please contact me. I will set up a time for us to talk about the bonus, other benefits, and your plan for staying off cash assistance.

This information can be found in WAC 388-310-0800.

Sincerely,

WorkFirst Case Manager
Phone: